



JOB ANNOUNCEMENT

Session Proofreader Position Opening

Posting Date: *October 06, 2009*

Closing Date: *October 12, 2009*

The Office of the Code Reviser is a nonpartisan legislative office and the official bill drafting office of the legislature, which provides a central bill drafting service for legislators, legislators-elect, legislative committees, joint committees, the governor, state elected officials, and agencies.

The objective of the proofreader position is to provide high quality services in a professional, confidential, and strictly nonpartisan and cost-effective manner.

Job Description Summary:

- Proofreading written material associated with the bill drafting process.
- Partner with an experienced proofreader and work under the demands and time constraints of a legislative session. See complete job description below.

Essential Skills:

- High school diploma or equivalent.
- Ability to work closely with a proofing partner, to read out loud to your partner, and to listen as your partner reads to you.
- Good spelling, English, and grammar.
- Must be available to work overtime for two to four months out of the year during the legislative session.

Salary & Benefits:

This is a seasonal exempt position with a starting salary of \$2317 per month, plus payment for overtime worked as needed.

Application Process:

Interested applicants may apply for this position by e-mailing a letter of interest, a current resume, and a minimum of 3 professional references to George.casey@leg.wa.gov. Information may be sent via U.S. Mail to the following address:

Office of the Code Reviser
Human Resource
P.O. Box 40551
Olympia, WA 98504-0551



Temporary Legislative Session/Seasonal Proofreader Position Description

General Purpose:

To work closely with a partner to ensure accuracy, while meeting hourly, daily, and weekly deadlines.

Qualifications:

- Work with a partner proofing editorially marked copies using proven proofreading and editing skills to ensure quality and success for an error-free final product.
- Ability to work overtime hours as needed, which may include early morning, late evening, and weekends during the legislative session.
- Must possess a valid driver's license.

Responsibilities:

- Proof editorially marked documents to find, note, and change discrepancies and all other identifiable errors.
- Coordinate with others to ensure availability to work on identified projects as may be required to meet deadlines.
- Log, label, organize, and file documents as needed.

Essential Skills and Experience:

- High school diploma or equivalent.
- Demonstrate an understanding and basic command of the English language and grammar skills.
- Strong reading skills to include clear and concise word enunciation and strong verbal communication skills.
- Exceptional communication and interpersonal skills – must work well with a partner.
- Demonstrate readiness and ability to work well under pressure to meet mandatory deadlines and timelines.
- Commitment to maintain confidentiality and organizational values.
- Dependable, trustworthy, and honest—adhering to the code of ethics as outlined in the Standard Office Policy and Procedures Manual.
- Ability to work overtime as needed or required, which may include working weekends, and holidays, throughout the legislative session.
- Coordinate and work with other staff to schedule time off and honor personal commitments.

Overtime for seasonal/session employees is compensated monetarily at a rate of time-and-a-half.